**Formatting and Printing Worksheets**

Worksheet Title

Column Heading

Row Heading

Range



Cell Reference

**Worksheet Guideline**

Use Descriptive

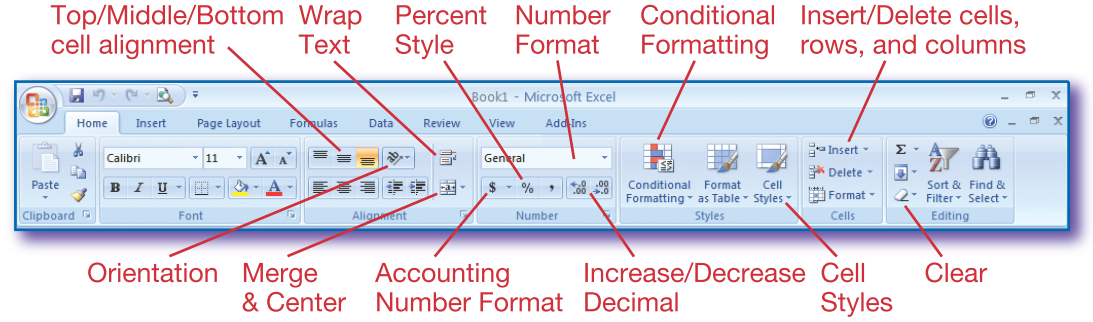


Use descriptive



Center

**Formatting a Worksheet**

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Orientation

Merge & Center

Wrap Text

Percent Style



Number Format

Conditional Formatting

Clear

Accounting Number Format



**Printing Worksheets**

Use Print Preview to check

Go to Page Layout, Page Setup Options

Page Tab



Margin Tab



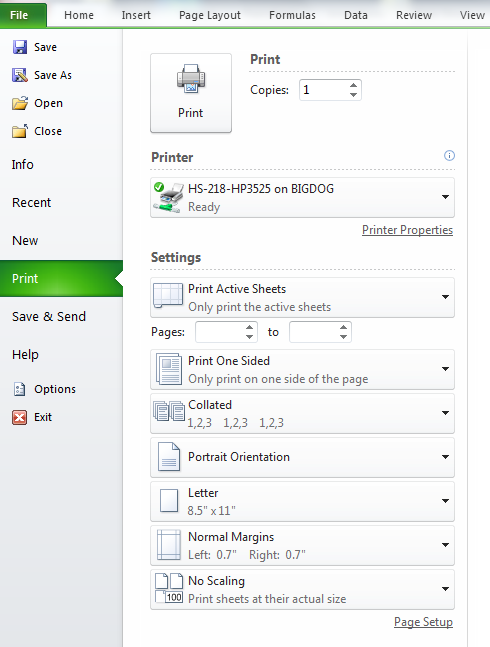
Header/Footer Tab



Sheet Tab



**Print Dialog Box**

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